

NOA 303 – RETIREMENT-SPECIAL OPTION

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Separation or open the existing 303 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> Effective Date SSN (with dashes) NOA (use LOV or type it in) = 303 Authority Code (use LOV or type it in)
3	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> Part F – Remarks for SF-50 – enter appropriate remarks.
4	Click on <Save> icon to save
5	Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window. <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p><u>SEPARATIONS OTHER THAN RETIREMENT</u></p> <p>Drawdown Action ID = 0 (Not applicable)</p> <p><u>SEPARATION AND RETIREMENT</u></p> <p>Reason for Separation (use LOV) Sep Pkg Status Indicator - system generated = 1 (Retirement (Non-Disability)) Dt Ret Application Received Dt Ret Pkg Sent to Payroll</p>
6	Close <Extra Information> window to return to the RPA.
7	Click on the <Save> icon to route the RPA or to Update HR.